

Tasmanian Museum and Art Gallery
GPO Box 1164, Hobart TAS 7001 Australia
tmagmail@tmag.tas.gov.au
www.tmag.tas.gov.au



TMAG Terms and Conditions

Please read carefully

Permission will only be deemed given when this form is signed, returned and payment received by the Tasmanian Museum and Art Gallery. Permission is given for one time use only of items requested from the TMAG collections.

The Tasmanian Museum and Art Gallery (TMAG) encourages the use of reproduction images of its collections. In order to maintain the integrity of material held in the collections, and to uphold conditions of acquisition and cultural issues, we require the following listed procedures and terms and conditions to be observed and upheld in accordance with permission for 'ONE TIME USE ONLY' of items as requested by you in 'Permission to Reproduce' form.

On publication, one free copy of the published material / book / film / DVD in which the work is reproduced is to be presented immediately to the TMAG library, Winkleigh Place, Rosny, Tasmania or GPO Box 1164, Hobart, Tasmania 7001. The client hereby gives permission for said books / film / DVDs to be used by the TMAG for non-profit educational purposes.

Images relating to Indigenous Cultures may require a synopsis of the context proposed for the image and a copy of the exact wording that will be printed with the image to be supplied to the Indigenous Cultures Department, c/- tmagmail@tmag.tas.gov.au attention: Indigenous Cultures.

Members of the public may not photograph or scan items in the TMAG collection or reproduce a TMAG image directly from a publication or display, nor may they photograph prints or photocopies supplied by TMAG, re-copy or hold duplicates of digital images supplied by TMAG on any form of digital storage media.

Acknowledgement and citation

Every reproduction of an item from the TMAG is to be accompanied by the credit line **Collection: Tasmanian Museum and Art Gallery**. It must be clearly visible, preferably on the same page or screen as the image appears, or directly adjacent to the image. Images used on the internet or DVD/CDs must also be accompanied by the following text: **Collection: Tasmanian Museum and Art Gallery and (where possible) the registration number** or clearly accessible by 'mouse over' or one click to 'credits window'.

Image Integrity

The entire image is to be reproduced without cropping, 'bleeding', alteration, manipulation, (ie: colouring), or overprint of any kind unless this has been agreed to in writing by TMAG beforehand. If a detail is reproduced, a separate application specifying the portion or detail to be reproduced must be made, and the word 'detail' must be included in the credit.

When large numbers of images are involved arrangements may be negotiated for an overall fee.

Procedure:

To reproduce imagery or audio for any purpose from the TMAG collections, permission is required by way of completion of details of proposed use on the 'Permission to Reproduce' form and the signing of the 'Terms & Conditions' form. Both completed forms then need to be returned to TMAG (GPO Box 1164, Hobart, Tasmania 7001) for approval. There is approximately a two-week turn around if the digital asset already exists. In the case of photography or scanning required, please allow a three to four week turn around.

Payment can be made by credit card phone: 03 6211 7001 TMAG reserves the right to refuse applications.

Declaration

I have read and agree to the above conditions

Signature..... Date:

Permission for 'one time use' is granted

Signature..... Date:
Authorising Officer, Tasmanian Museum and Art Gallery

Tasmanian Museum and Art Gallery
GPO Box 1164, Hobart TAS 7001 Australia
tmagmail@tmag.tas.gov.au
www.tmag.tas.gov.au



TMAG Digital Image Request Application Form

TMAG enquiry no:

Date:

Name of applicant

Address

Phone

Fax

Email

Titles/names of work(s) requested for publication

1.

2.

3.

4.

5.

6.

7.

8.

(If insufficient space please attach list on a separate sheet)

Publication information

Billing address for invoicing:

Name of Author:

Postal address of author:

Name of publisher

Postal address of publisher:

Publishing website:

Title of publication:

Type of publication (please tick)

Research

Exhibition/Display

Digital (film, video, CD)

Other (please specify)

Anticipated print date

Retail price

Educational book (catalogue, textbook)

Commercial (book, merchandise)

Internet

Print run

Distribution (Australia/worldwide)

ISBN

Photographic material required: (please tick)

High resolution digital scan on CD (300 dpi at A4)

Lo resolution digital file, emailed (72 dpi at A5)

Other (specify)

RGB

CMYK

RGB

CMYK

Use of photographic material: (please tick)

In text, whole image

In text, detail or alteration*

Cover (front or back) / dust jacket*

Other (specify)

*Note: a mock up is required, see condition.

Please return both completed and signed forms to:
Rights & Permissions Officer, Tasmanian Museum and Art Gallery,
19 Davey Street, Hobart, Tasmania 7000 – GPO Box 1164, Hobart, Tas. 7001
Phone: 61 3 6165 7001, Fax 61 3 6211 4112